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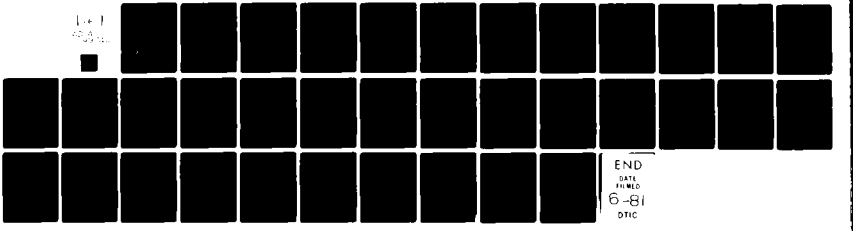

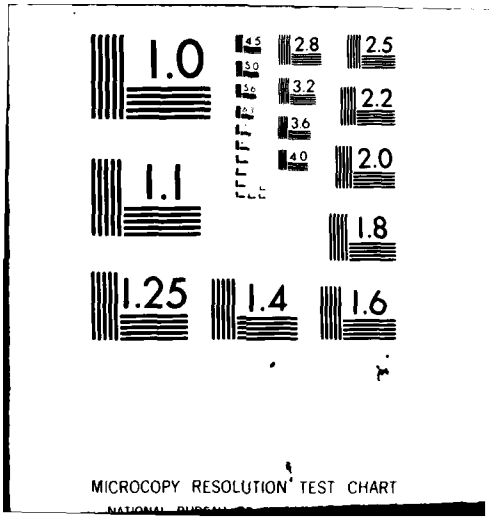
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DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
Fort Monroe, Virginia 23651

LEVEL I

TRADOC Supplement 1
to AR 611-3

14 March 1980

Personnel Selection and Classification
ARMY OCCUPATIONAL SURVEY PROGRAM (AOSP)

Further supplementation is permitted, if required. One copy of each supplement issued will be submitted to HQ TRADOC, ATTN: ATTNG-TDI-ORA

AR 611-3, 7 November 1977, as changed, is supplemented as follows:

Page i, Add the following to the table of contents.

		Paragraph
Chapter 7.	ADMINISTRATIVE PROCEDURES IN SUPPORT OF AOSP	
	General	7-1
	Scope	7-2
	Responsibilities	7-3
	Administrative support procedures	7-4
	Special Factor questionnaire: training emphasis	7-5
Appendix A.	TRADOC PRIMARY AOSP-POC (ENLISTED MOS)	A-1
B.	AOSP SURVEY PROPOSAL (SAMPLE)	B-1
C.	AOSP VS SCHOOL PROPOSED MOS FOR SURVEY (SAMPLE)	C-1
D.	MOS SELECTION AND SURVEY SCHEDULING GENERAL GUIDANCE/CRITERIA	D-1
E-1.	SCHOOL MOS SELECTIONS/PRIORITIZATION FOR AOSP STANDARD SURVEY (SAMPLE)	E-1-1
E-2.	SCHOOL REJECTION OF PROPOSED MOS (SAMPLE)	E-2-1
E-3.	SCHOOL MOS SELECTIONS/PRIORITIZATION FOR SPECIAL FACTOR SURVEY (SAMPLE)	E-3-1
F-1.	TRADOC MOS SELECTIONS/PRIORITIZATION (SAMPLE)	F-1-1
F-2.	TRADOC MOS SELECTIONS/PRIORITIZATION (SAMPLE)	F-2-1
G.	AOSP SCHEDULE - SURVEY VII (SAMPLE)	G-1
H-1.	AOSP QUESTIONNAIRE ITEM SUBMISSION REQUIREMENTS	H-1-1
H-2.	CHECKLIST FOR PREPARING SURVEY QUESTIONNAIRE ITEM SUBMISSIONS	H-2-1
I.	AOSP ADMINISTRATIVE SUPPORT/COORDINATION PROCESS (MILESTONE CHART)	I-1

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CHAPTER 7 (Added)

ADMINISTRATIVE PROCEDURES IN SUPPORT OF AOSP QUESTIONNAIRE DEVELOPMENT

7-1. General. This chapter provides guidance pertaining to the scope, responsibilities and respective administrative procedures (management, coordination and submission requirements) within TRADOC in support of the Army Occupational Survey Program (AOSP) (AR 611-3 with Change 1) questionnaire development.[1]

7-2. Scope. This chapter is restricted to:

a. TRADOC Service Schools which are MOS training proponents.

b. AOSP survey requirements for enlisted MOS.[2]

c. TRADOC administrative procedures in support of the AOSP questionnaire development. This does not include the actual content nor administration/data collection requirements of AOSP questionnaires which are covered by other chapters of the basic regulation.

7-3. Responsibilities.

a. Commander, TRADOC, will--

(1) Provide HQ TRADOC point of contact (POC) on management, coordination and submission of AOSP questionnaire development.

(2) Provide command guidance/advisory service to TRADOC MOS proponent schools regarding administrative procedures in support of AOSP questionnaire development.

b. Commandants, TRADOC schools will--

(1) Provide single POC responsible for all administrative requirements (management, coordination, submissions) pertaining to AOSP questionnaire development.

[1]This includes both the conventional AOSP questionnaire and the Special Factor questionnaire.

[2]Officer AOSP survey requirements are controlled by TRADOC Circular 350-2.

SECURITY CLASSIFICATION OF THIS PAGE (When Data Entered)

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READ INSTRUCTIONS BEFORE COMPLETING FORM

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Occupational Analysis
Special Factor Questionaire
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Army Occupational Survey Program (AOSP)
MOS Survey
Job Survey

20. ABSTRACT (Continue on reverse side if necessary and identify by block number)

This document supplements the Army regulation pertaining to the scope, responsibilities and administrative procedures (management, coordination and submission requirements) within TRADOC in support of the Army Occupational Survey Program (AOSP) questionnaire development. Procedures for MOS selection/ prioritization and use of training emphasis questionnaire are discussed.

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(2) Ensure school compliance with delegated administrative procedures pertaining to AOSP questionnaire development.

7-4. Administrative support procedures.

a. Management functions. TRADOC's responsibilities in support of AOSP questionnaire development are to be met by means of a network of HQ TRADOC/school AOSP-POC. (NOTE: AOSP-POC addressed in this chapter are distinct from TRADOC AOSP Project Officers who are responsible for survey administration/data collection as defined in para 2-4a(5), chap 2). At the school this network includes both a primary (administrative) POC and second-level (development) MOS POC. The basic functions of the AOSP-POC are outlined below.

(1) AOSP-POC network.

(a) HQ TRADOC AOSP-POC: Represents the Headquarters on all AOSP administrative support matters to include:

1. Providing interface, as appropriate, between MILPERCEN/schools on management, coordination and submission requirements for AOSP questionnaire development (NOTE: Direct school coordination with MILPERCEN on operational aspects of item submission/AOSP questionnaire development is authorized).

2. Canvassing/consolidating school appointed primary AOSP POC.

3. Canvassing/consolidating school MOS selections and prioritization for AOSP survey.

4. Monitoring/advising schools on AOSP requirements and procedures.

(b) School primary AOSP-POC: Represents the school's single point of contact on all administrative support matters (management, coordination, submissions) relating to AOSP questionnaire development to include:

1. Managing the school's MOS AOSP survey requirements which include:

a. Timely canvassing, pooling and prioritizing the school's AOSP survey needs, and forwarding survey requirements to TRADOC AOSP-POC in accordance with annual AOSP dragnet guidance.

b. Ensuring required MOS item submissions are coordinated thoroughly with all interested school departments (i.e., DEV, etc.) and submitted to MILPERCEN in accordance with established suspense and criteria (copy of forwarding letter only to TRADOC AOSP-POC).

c. Advising MILPERCEN on any changes in MOS selections/ prioritization for AOSP survey (copy of correspondence to TRADOC AOSP-POC).

d. Advising MILPERCEN on changes in secondary AOSP-POC. (TRADOC notification not necessary.)

e. Advising TRADOC AOSP-POC on changes in primary AOSP-POC.

2. Serving as consultant on AOSP administrative support matters/referring requirements for CODAP report interpretation and/or application for training analysis to appropriate secondary AOSP-POC.

3. Serving as central point for transmission/receipt of communications pertaining to administrative support aspects of AOSP questionnaire development (except where secondary AOSP-POC is authorized direct communication with MILPERCEN).

4. Maintaining cognizance of all relevant AOSP matters (e.g., policy, procedures, products, Special Factor Questionnaire, etc).

5. Maintaining a central repository of AOSP resource materials (e.g., AR 611-3 and C1; AOSP/CODAP Guidelines; proponent MOS item submissions; CODAP related documentation and supporting correspondence; TRADOC guidance on AOSP/ CODAP).

6. Maintaining an audit trail on actions 1 through 5 above, and all related matters.

(c) School secondary AOSP-POC(s): Represent the school on select administrative support matters relating to AOSP questionnaire development and CODAP report analysis/ application to include:

1. Managing special AOSP survey requirements for a select number of the school's MOS to include:

a. Coordinating all AOSP survey requirements, for MOS within responsibility, as assigned by the school's primary AOSP-POC.

b. Advance planning on AOSP survey requirements for delegated MOS.

c. Designating/prioritizing MOS within POC purview for AOSP survey.

d. Deriving AOSP questionnaire item submissions in accordance with criteria/guidance provided.

e. Forwarding questionnaire item submissions to MILPERCEN (copy to school's primary AOSP-POC; or via school's primary POC, as school prefers).

2. Interfacing directly with MILPERCEN occupational analysts to optimize development of the survey questionnaire (e.g., identify special requirement items, review draft survey questionnaire, etc.).

3. Insuring school primary AOSP-POC is kept informed of all matters pertaining to school inputs to AOSP (i.e., items 1 a through e above).

4. Serving as consultant, for MOS within responsibility, on AOSP questionnaire input/development matters (e.g., MOS selection/prioritization; item development/submission) and CODAP report analysis (e.g., application to training developments).

5. Maintaining cognizance of all matters relevant to AOSP questionnaire development including the Special Factor questionnaire.

(Note: Required reading by all school secondary AOSP-POC is contained at (b)5 above.)

6. Maintaining an audit trail on actions (c)1 through 5 above, and all related matters.

(2) AOSP-POC designations:

(a) HQ TRADOC. Designated AOSP-POC is the Training Developments Institute, Occupational Research and Analysis Division (ATTNG-TDI-ORA).

(b) Proponent schools.

1. Primary AOSP-POC. Designated school primary AOSP-POC are contained at appendix A. For sake of preserving institutional memory, the primary AOSP-POC should be a relatively stabilized member of the school staff. It is recommended that this POC be drawn from the Directorate of Training Development (DTD).

2. Secondary AOSP-POC. Formal designations are not required for secondary POC. Instead, schools may nominate this MOS POC cadre on an "ad hoc" basis as specific AOSP needs arise.

3. Changes in primary/secondary AOSP-POC will be brought to MILPERCEN/HQ TRADOC's attention in accordance with (1)(b)1 d and e above.

b. Coordination requirements. The functions of the HQ TRADOC/school AOSP-POC network are all geared toward derivation of TRADOC's major product input to AOSP, the MOS item submissions. In turn, these item submissions are provided to MILPERCEN for development of the AOSP survey questionnaire. Prior to the school's derivation of MOS item submissions, other intermediate tasks must be accomplished, each of which requires the coordinated efforts of DA, HQ TRADOC and the schools. Included in these additional tasks are the MOS survey selections and prioritization. Generalized procedures pertaining to TRADOC's input products to AOSP and the close interface required among the three respective command levels are outlined below. In order to preclude this process from becoming a routine annual exercise, special emphasis is given to the need for greater school involvement in determining/reviewing what its AOSP survey needs are on a continuing basis. The establishment of a school AOSP-POC network (primary/secondary) and definition of their functions should greatly facilitate this requirement.

(1) Scenario.[1] MILPERCEN requires TRADOC to conduct an annual dragnet among its schools in order to update the MILPERCEN survey schedule and prioritize its workload accordingly. Normally, this dragnet will commence in January each year. A generalized scenario regarding AOSP administrative support procedures and required inter/intra command coordination are outlined below.

[1]See para 7-5b(1) for scenario on Training Emphasis questionnaire. (Differences in administrative demands between the standard AOSP and Special Factor questionnaires require separate treatment of their policy and procedures.)

(a) HQ TRADOC receives AOSP Survey Proposal from MILPERCEN commencing upcoming dragnet of MOS for survey (approximately January each year) (sample at app B).

(b) HQ TRADOC insures that MOS proposed are identified by school, and transmits latter (with additional TRADOC guidance) to all MOS proponent schools (ATTN: School Primary AOSP-POC). TRADOC requests schools to concur or otherwise modify (add/delete) proposal to reflect their projected MOS survey needs within next survey year (sample at app C).

NOTE: Schools must exercise advanced periodic review of their MOS survey needs in order to be adequately prepared for the annual MILPERCEN AOSP dragnet.

(c) School primary AOSP-POC forwards the AOSP survey proposal (including any additional guidance if necessary) to appropriate secondary AOSP-POC(s), preselected as subject matter experts (SME) responsible for all AOSP requirements for given MOS.

(d) School secondary AOSP-POC(s) coordinate respective MOS section replies (concur, add, delete) to AOSP's Survey Proposal; effect section's final recommendations for survey in accordance with general criteria/restrictions provided in section I, appendix D, and prioritize their MOS selections in chronological order of date (month/year) when school needs CODAP reports to perform its given training developments mission. (NOTE: Schools may define other criteria to justify inclusion of MOS for survey. However, prioritization for AOSP survey will be based solely on the date CODAP reports are desired, recognizing the restriction that the AOSP process is predicated on a 12-month cycle (approx) from the date a school submits its MOS item submissions until CODAP reports can be provided to the school.)

(e) School secondary AOSP-POC(s) forward the AOSP MOS selections/prioritization to the school primary AOSP-POC. This input must include MOS code, date (month/year) CODAP report required, date (month/year) MOS item submissions will be provided (i.e., 12 months prior to date requested for CODAP report), and a short justification statement, i.e., why add/delete MOS from DA listing of proposed MOS for

survey, why suggest MOS for survey, etc., (samples at app E-1 and E-2).

(f) School primary AOSP-POC reviews all input for compliance with guidance provided; interacts with secondary AOSP-POC(s) as necessary; consolidates school's MOS AOSP input; and, forwards consolidated school listing of MOS selections/prioritization to HQ TRADOC AOSP-POC (ATTN: ATTNG-TDI-ORA).

(g) HQ TRADOC AOSP-POC reviews school MOS selection/ prioritization inputs for compliance with guidance provided; interacts with school primary AOSP-POC as necessary; consolidates school input; and, forwards consolidated listing of MOS selections/prioritization to DA, MILPERCEN (sample at app F-1).

(h) HQ TRADOC receives new AOSP schedule from MILPERCEN verifying selected MOS for survey, order of priority and date when item submissions are due (sample at app G).

(i) HQ TRADOC forwards final AOSP Schedule to school primary AOSP-POC confirming MOS selected for survey, order of priority and dates when item submissions are due.

(j) School primary AOSP-POC forwards AOSP Schedule to secondary AOSP-POC(s) for action required to develop/deliver respective MOS item submissions in accordance with prioritized suspense dates (item submissions due one year prior to requested CODAP date) and guidelines for item submissions (app H-1 and H-2). For more discussion see also "AOSP manual, Guidelines for Preparing Questionnaire Item Submissions 1980" (Revised).

(k) School secondary/primary AOSP-POC insure respective MOS item submission(s) are forwarded to MILPERCEN (copy of transmittal letter only to HQ TRADOC AOSP-POC). (Note: Schools will determine whether item submissions are to be forwarded with copy to, via, or from school primary AOSP POC.) As required by a(1)(b)1 b above, the primary AOSP-POC is ultimately responsible to ensure delivery of item submissions to MILPERCEN.

(2) Administrative support milestones. In order to clarify TRADOC's administrative procedures in support of AOSP questionnaire development, a generalized milestone chart of key coordination actions/products is provided (app I). The chart complements the scenario outlined at b(1) above.

c. School AOSP output products. In résumé, the major output products derived by MOS proponent schools in support of AOSP are listed below:

(1) Appointment of school primary AOSP-POC (with alternate).

(2) Appointment of school secondary AOSP-POC(s).

(3) School MOS selections for AOSP survey (Standard/ Special Factor).

(4) School MOS prioritization for AOSP survey (Standard/Special Factor).

(5) School MOS questionnaire item submissions.

7-5. Special Factor questionnaire: training emphasis.

a. Purpose. Besides the standard AOSP questionnaire and its companion CODAP reports which have come to serve the needs of both Army personnel and training managers, the Special Factor (or Training Emphasis) questionnaire has been adopted to serve the special needs of training managers/ developers. While this questionnaire has the potential of being adapted to multiple factors, it presently is restricted to measuring a single factor, "training emphasis". Research findings indicate this factor alone substitutes quite well in place of several other factors (e.g., task delay tolerance, task learning difficulty, and consequences of inadequate performance). By design, the Training Emphasis questionnaire complements the standard AOSP questionnaire. It fills a void by providing "field recommended" training emphasis (a major task factor component) from first-line supervisors and/or subject matter experts in field units which lends valuable information toward critical task selection and other training requirements necessary for sound instructional systems development. This output complements "percent performing" information (major job factor data) currently being measured by the

standard AOSP questionnaire. Initially, training emphasis testing will apply only to the lowest skill levels of enlisted MOS (typically skill Level I). Future expansion of Training Emphasis surveys may include higher MOS skill levels, where it is speculated that use of a Training Emphasis survey will yield even more reliable/ useful results. (NOTE: Currently, exploratory testing of the Training Emphasis is being conducted on a few officer specialties. Research findings will determine the extent of application of this survey factor within officer specialties.)

b. Procedures. In contrast with the standard AOSP questionnaire wherein MILPERCEN proposes MOS for survey on a cyclic basis, use of the Training Emphasis questionnaire is based solely on request by proponent schools. Since the Training Emphasis questionnaire employs the same tasks as the standard AOSP questionnaire, the basic administrative support procedures for construction and delivery of end product item submissions are identical for both questionnaires. However, since differences do exist between the two questionnaires regarding their MOS selection/prioritization process and criteria, a separate description of the scenario for TRADOC's administrative support requirements for the Training Emphasis questionnaire is provided below.

(1) Scenario. Requirements for MOS selection and prioritization for the Training Emphasis survey can occur simultaneously with those outlined in the scenario above for the standard AOSP questionnaire (para 7-4 b(1)) or independently should an unscheduled need for a Training Emphasis survey arise. While the following scenario focuses on annual dragnet procedures, it does not preclude independent school requests for Training Emphasis survey at any time.

(a) Proponent schools, on a continuing basis, plan/identify MOS requiring Training Emphasis data in accordance with guidance/criteria provided in section II, appendix D.

(b) HQ TRADOC annually canvasses proponent schools for their MOS Training Emphasis survey needs at the same time it conducts its MOS dragnet for projected development of standard AOSP questionnaires as required by MILPERCEN (approximately January each year) (para 7-4b(1)(b) above).

(c) School primary AOSP-POC coordinates with secondary AOSP-POC(s) to ascertain its MOS Training Effectiveness survey requirements, pools/prioritizes MOS selected for Training Emphasis survey (See guidance/criteria at section II, appendix D), and provides these requirements to TRADOC AOSP-POC. This input must include MOS code, date (month/year) CODAP reports required, and a short justification statement on rationale for MOS selection (sample at app E-3).

(d) HQ TRADOC reviews school Training Emphasis survey requirements(selections/prioritization) for compliance with DA/other HQ TRADOC guidance provided, coordinates with school primary AOSP-POC as necessary, consolidates/ prioritizes school MOS Training Emphasis input, and forwards consolidated listing of MOS selections/prioritization to DA, MILPERCEN for Special Factor questionnaire development/ fielding (sample at app F-2).

(2) Administrative support milestones. Appendix I complements the scenario outlined at b(1) above.

APPENDIX A (Added)
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APPENDIX B (Added)
AOSP SURVEY PROPOSAL: SEP 79-AUG 80
(SAMPLE)

Part I: MOS Recommended for Survey VII (N=63)

11B	35K	51Z	62N
11H	35L	51G	62E
13F	35M	82B	62F
19E	31E	51T	54E
19F	31J	81B	62B
19J	35E	52E	52D
19Z	26B	51R	67T
24H	31V	51P	00J
24J	72G	51N	03C
24K	36E	51M	71C
24V	26R	51B	71M
46N	31M	51H	95B
24M	31N	51C	95C
24N	26Q	00B	95D
26E	36D	62H	17L
35P	72E	62J	

Part II: Additional MOS Eligable for Survey VII Consideration (N=12)

23N	27Z	26L	76P
23W	32H	26Y	76Z
25L	36L	31Z	96D

APPENDIX C (Added)

AOSP VS SCHOOL PROPOSED MOS FOR SURVEY[1]

(SAMPLE)

INTEL (H) SCHOOL MOS RECOMMENDATION	MILPERCEN RECOMMENDATION
97B	26E
	17L

QM SCHOOL MOS RECOMMENDATION	MILPERCEN MOS RECOMMENDATION
76P	76P
	00J
	76Z (Eligible if MOS survey quota not filled)

INFANTRY SCHOOL MOS RECOMMENDATION	MILPERCEN MOS RECOMMENDATION
11B	11B
11H	11H
11C	

[1] Submitted by HQ TRADOC to schools for final concurrence/modification.

APPENDIX D (Added)
MOS SELECTION AND SURVEY SCHEDULING
GENERAL GUIDANCE/CRITERIA

Section I. STANDARD AOSP SURVEY

D-1. The selecting and scheduling of enlisted MOS to be surveyed is a responsibility of MILPERCEN with the coordination and assistance of TRADOC.

D-2. MOS are scheduled for survey on an annual basis with approximately one-fourth of all MOS being surveyed each year. Suspense dates are established for service school item submissions, questionnaire development, and administration of questionnaires in the field and their return by Army commands and subordinate activities. The survey cycle for one MOS normally takes from 9 to 12 months depending upon the complexity of the MOS and the sample size being surveyed.

D-3. The Army Occupational Survey Program surveys 72 to 80 enlisted MOS during each survey period. This permits MILPERCEN to provide users with current occupational data for each surveyable MOS on a 3½- to 4-year cycle. Depending on the size of the MOS sample, MILPERCEN will survey up to eight MOS per month.

D-4. MOS selection criteria include:

a. Recently established MOS which have not been surveyed.

b. MOS which have been substantially revised since the last survey.

c. MOS which have not been surveyed in the past four years.

d. MOS for which preliminary review and analysis indicated a need for resurvey during this period.

e. Non-surveyable MOS include:

(1) MOS too small to warrant a survey.

(2) Classified specialities.

(3) MOS in which there have been limited/no change in the status or composition of the specialty.

(4) MOS which exist only in the Reserve Forces inventory.

D-5. Direct communication between schools and MILPERCEN's Occupational Survey Branch on AOSP matters is encouraged. Occupational Survey Branch can be reached at AUTOVON 221-9109/9083/9560/9589.

Section II. SPECIAL FACTOR SURVEY[1]

D-6. The selection prioritization and tentative scheduling of enlisted MOS to be surveyed by the Training Emphasis questionnaire is a responsibility of the TRADOC service schools with the coordination and assistance of HQ TRADOC. (MILPERCEN has final responsibility for scheduling MOS for this survey contingent on workload.)

[1]Also referred to as Training Emphasis survey.

D-7. MOS are scheduled for this survey on a two-phased basis:

a. During annual dragnet of MOS proponents schools by HQ TRADOC.
b. When school initiates requests for this survey any time a training development need arises.

D-8. Criteria/special consideration for MOS selection/survey schedules include:

a. MOS selection.
(1) Current/acceptable task inventory is available in the AOSP data bank.
(2) Survey data is required for specific training development needs.
(3) Currently, the Training Emphasis survey is restricted to the lowest available MOS skill level (typically skill level 1).
b. Survey prioritization/scheduling.
(1) Single vs Double Survey
(a) If both Training Emphasis/standard AOSP surveys are required the density of potential supervisory respondents will determine whether the training Emphasis survey is given jointly with the standard survey or postponed 3-4 months.
(b) If only the Training Emphasis survey is planned, the currency of the available MOS item submissions at the AOSP data bank will determine when the special CODAP report is made available. (NOTE: If MOS item submissions are current, the special CODAP reports can be available within approximately 6 months; otherwise, within 12 months. Generally, if the task inventory is more than 3 years old, question may be raised as to its currency/acceptability.)

(2) MILPERCEN has final decision, depending on total AOSP workload, regarding when Training Emphasis questionnaires can be developed/administered.

D-9. Direct communication between schools and MILPERCEN's Occupational Survey Branch on AOSP matters is encouraged. Questions regarding Special Factors (Training Emphasis) are best directed to Data Analysis Branch, AUTOVON 221-9272.

APPENDIX E-1 (Added)

SCHOOL MOS SELECTIONS/PRIORITIZATION FOR AOSP STANDARD SURVEY
(SAMPLE)

USAICS MOS FOR STANDARD AOSP SURVEY

MOS	USAICS ITEM SUBMISSION DATE TO MILPERCEN[1]	CODAP DATE DESIRED[1]	RATIONALE FOR SELECTION
26E[3]	6/79	5/80[2]	MOS 26E was created by a merger of MOS 41E, 26M, amd 26N and has never had an AOSP survey. Training developers require documentation to revalidate task list developed during the ISD process.
97B[4]	6/79	6/80	MOS 97B has undergone major doctrinal changes during the past 3 years. The last AOSP survey was conducted in 1976.
96B[4]	7/79	7/80	The last 96B AOSP survey was conducted in 1976. Since 1976 new organizational concepts have modified the task inventory.
96C[4]	9/79	9/80	Since the 1976 AOSP survey, changes have occured in MOS 96C under EPMS.
96D[4]	12/79	12/80	MOS 96D has undergone organizational and technical changes since the 1976 AOSP survey.
26K[4]	4/80	4/81	MOS 26K is a new MOS which is under development. MOS incumbents are expected to be in field units by 1st Qtr, FY 80. A AOSP survey is required to validate 26K tasks identified by the training development activity.

[1]Item submissions are required not less than 12 months prior to desired CODAP date but earlier if available.
[2]MOS are prioritized in order of CODAP date desired.
[3]Proposed by AOSP and USAICS concurs.
[4]Additional MOS proposed by USAICS.

APPENDIX E-2 (Added)

SCHOOL REJECTION OF AOSP PROPOSED MOS
(SAMPLE)

MOS	RATIONALE FOR REJECTION
17L	School nonconcurs with AOSP inclusion of MOS 17L because it is not an active Army MOS but a Reserve/National Guard MOS. NOTE: Active Army equivalent for 17L is MOS 96H.

APPENDIX E-3 (Added)
SCHOOL MOS SELECTIONS/PRIORITIZATION FOR SPECIAL FACTOR SURVEY/
(SAMPLE)

USAICS MOS FOR SPECIAL FACTOR SURVEY

MOS	CODAP DATE DESIRED[1]	RATIONALE FOR SELECTION
96H	2/80	Results of Special Factor survey for this MOS will be of value in on-going training development/training revision process. Acceptable task inventory resident in AOSP bank.
17K	2/80	(same as above)
17M	2/80	(same as above)
26C	2/80	(same as above)

[1]Expectation dates for Training Emphasis CODAP reports are: 6 months after request (if current task inventory is available in AOSP data bank); 12 months, if no current task inventory is available These are special CODAP reports distinct from that based on data collected by the standard AOSP questionnaire.

APPENDIX F-1 (Added)

TRADOC MOS SELECTIONS/PRIORITIZATION

(SAMPLE)

STANDARD AOSP SURVEY

MOS PRIORTIZED IN ORDER OF CODAP REPORT DATE (X MONTH)

PROJECTED DATE CODAP REPT RQR	QM	MP[1]	AD	ARMOR	AVN	SIG	ENGR	M/M	FA	INTEL(H)	CHAP	INTEL(D)	INF[2]	ORD/ CHEM	ADMIN	MUSIC	DEF INFO	TRANS
MOS:	76Z					31V				26E								
CODAP Rept Rqr:[4]	2/80					5/80				12/79								
MAY/JUNE 80	76P									97B								
	5/80									6/80								
						36D												
						5/80												
						36E												
						5/80												
				19D		26Q				96B								
				7/80		7/80				7/80								
				19E														
JULY 80				7/80														
				19F														
				7/80														
				19J														
				7/80														
AUG 80				19Z		72G	93F[3]						11B	54E				
				8/80		8/80							8/80	8/80				
						26Y				96C					79D			
						9/80				9/80					9/80			
SEP 80						35M												
						9/80												
						35K												
						9/80												
						26D												
						9/80												

Footnotes: See page 3

(CONTD)

PROJECTED DATE CODAP REPT RQR	QM	MP	AD	ARMOR	AVN	SIG	ENGR	M/M	FA	INTEL(H)	CHAP	INTEL(D)	INF	ORD/ CHEM	ADMIN	MUSIC	DEF INFO	TRANS
OCT 80						26R 10/80	51C						11H 10/80					
						35L 10/80	82D											
NOV 80			24M (Approx)			35P 11/80			13F 11/80				11C 11/80					
			24N (Approx)						26B 11/80									
DEC 80						31E 12/80	51T			96D 12/80								
						31J 12/80	83E											
JAN 81		95B (Approx)				72E 1/81	51M											
							81C											
		95C (Approx)					52C											

(CONTD)

PROJECTED DATE CODAP REPT RQR	QM	MP	AD	ARMOR	AVN	SIG	ENGR	M/M	FA	INTEL(H)	CHAP	INTEL(D)	INF	ORD/ CHEM	ADMIN	MUSIC	DEF INFO	TRANS
FEB 81						31Z 2/81	81Z											
							41B											
							41K											
MAR 81																		
						36C 4/81				26K 4/81				54C 4/81				
APR 81						31M 4/81												
						31N 4/81												
MAY 81																		
SUBTOTALS	2	2	2	5		19	11		2	6			3	2	1			

GRAND TOTAL: 55

[1]MP Sch: CPT Thomas (FONECON 22 May) recm '81 as adequate.
[2]INF Sch: MAJ Stankovich (FONECON 18 May) recm add 11C for survey w/approx same time frame for 11C as 11B/11H.
[3]No CODAP report date recommended by school.
[4]Item submissions are to be provided by proponent school to MILPERCEN 12 months prior to required CODAP report dates listed per each MOS.

APPENDIX F-2 (Added)

TRADOC MOS SELECTIONS/PRIORITIZATION (SAMPLE)

SPECIAL FACTOR SURVEY

MOS PRIORTIZED PER SURVEY DATE (X MONTH)

MONTH TO BE ADMINISTERED [1]	QM	MP	AD	ARMOR	AVN	SIG	ENGR	M/M	FA	INTEL(H)	CHAP	INTEL(D)	INF	ORD/ CHEM	ADMIN	MUSIC	DEF INFO	TRANS
JUL 79		95B 95C			71P 93H 93J								11B 11H 11C					
AUG 79						05B 05C				96H 17K 17M 26C	71M				71D 71E			
SEP 79						26D 26V 31E 31J 31L 31M 31N 31S 31T												
OCT 79						32D 32F 34B 34E 34F 35R 36D 36K 81E												
SUBTOTALS		2			3	20				4	1		3		2			

GRAND TOTAL: 35

[1] Special CODAP report due within 6 months after survey date.

APPENDIX G (Added)

AOSP SCHEDULE - SURVEY VII
(JUN 79 - MAY 80)
(SAMPLE)

MOS	SCHOOL	SUBMISSION DUE	SUBMISSION RECD	ACTION OFFICER	DATE ASGD	WORK SUSPENSE ACTION ID[1]	RD[2]	FD[3]	WPC[4]	OSS[5]	FIELD
26E	ICS	JUN	JUN	BRANDT	JUN	JUL	JUL	AUG	AUG	SEP	SEP
24L	MMCS	VI	VI	FORRESTER	MAY	JUN	JUN	JUL	JUL	AUG	SEP
68D	TSCH	VI	VI	DAVIS	APR	JUN	JUN	JUL	JUL	AUG	SEP
75B	IA	VI	VI	CRAIG	MAY	JUN	JUL	JUL	AUG	SEP	OCT
75C	IA	VI	VI	CRAIG	MAY	JUN	JUL	JUL	AUG	SEP	OCT
75D	IA	VI	VI	LANGE	MAY	JUN	JUL	JUL	AUG	SEP	OCT
75E	IA	VI	VI	LANGE	MAY	JUN	JUL	JUL	AUG	SEP	OCT
73C	IA	VI	VI	WOOD	MAY	JUN	JUL	JUL	AUG	SEP	OCT
76Z	QMS	JUN	JUN	FORRESTER	JUN	JUL	AUG	AUG	SEP	SEP	OCT
26H	ADS	VI	VI	BRANDT	MAY	JUN	JUL	AUG	SEP	SEP	OCT
05B	SIGS	VI	VI	MCLAUGHLIN	MAY	JUL	AUG	SEP	SEP	OCT	OCT
05C	SIGS	VI	VI	MCLAUGHLIN	MAY	JUL	AUG	SEP	SEP	OCT	OCT
68G	TSCH	VI	VI	DAVIS	APR	JUN	JUL	AUG	AUG	SEP	OCT
73Z	IA	VI	VI	WOOD	MAY	JUL	AUG	SEP	SEP	OCT	NOV
24Q	ADS	VI	VI	FORRESTER	MAY	JUL	AUG	SEP	SEP	OCT	NOV
24U	ADS	VI	VI	FORRESTER	MAY	JUL	AUG	SEP	SEP	OCT	NOV
68H	TSCH	VI	VI	DAVIS	MAY	JUL	AUG	SEP	SEP	OCT	NOV
84B	SIGS	VI	VI	MCLAUGHLIN	JUN	AUG	AUG	SEP	SEP	OCT	NOV

[1]Initial draft.
[2]Review draft.
[3]Final draft.
[4]Word Processing Center
[5]Occupational Survey Section.

APPENDIX H-1 (Added)

AOSP QUESTIONNAIRE ITEM SUBMISSION REQUIREMENTS

H-1. Questionnaire item submissions for the survey period should include, but need not be limited to: (a) task statements grouped under an appropriate duty heading, (b) an equipment list including weapons, vehicles, communications equipment, and other items which may be used or maintained by MOS incumbents, and (c) special requirement items such as: ASI, mental and physical demands, skills and knowledges pertinent to the MOS. (See "Guidelines and Instructions for Developing Questionnaire Items" and "CODAP User's Manual" for detailed information.)

H-2. In developing item submissions, schools are encouraged to use current task inventories developed under current Job and Task Analysis procedures, previous valid Occupational Survey Program questionnaires, MODB/CODAP computer printouts, published CODAP analysis reports, Soldier's Manuals, ITP, TEC, POI, etc. Each questionnaire will include tasks performed by members of the MOS for each skill level and pay grade.

H-3. To assist MILPERCEN in preparing the survey questionnaire the following items are requested to be furnished with the item submission: any data that will support the data item submission (e.g., TA worksheets, SM (draft if final not published), ITP, TEC lessons, POI/Lesson Plans) and data source list (e.g., TM, FM, other relevant DOD/contractor publications). Data items should also be annotated to reflect their source (e.g., new analysis source or revision source).

H-4. Upon receipt of the item submission, a MILPERCEN occupational analyst will contact the school action officer (school secondary AOSP-POC) in order to enhance the development of the survey questionnaire through direct interaction and to identify special requirement items which may assist the school in its training analysis mission.

H-5. Of the Specialties recommended by each school <u>all</u> should be prioritized (per date CODAP report desired) for the forthcoming survey year. To understand the impact of submission vs fielding the following is provided:

(SAMPLE)

Questionnaire Item Submission Due Date To MILPERCEN	Final Review Draft Completed	Estimated Field Administration Date	CODAP Reports to School Date
MAY 79	OCT 79	DEC 79	MAY 80
JUN 79	NOV 79	JAN 80	JUN 80
JUL 79	DEC 79	FEB 80	JUL 80
AUG 79	JAN 80	MAR 80	AUG 80
SEP 79	FEB 80	APR 80	SEP 80
OCT 79	MAR 80	MAY 80	OCT 80
NOV 79	APR 80	JUN 80	NOV 80
DEC 79	MAY 80	JUL 80	DEC 80
JAN 80	JUN 80	AUG 80	JAN 81
FEB 80	JUL 80	SEP 80	FEB 81
MAR 80	AUG 80	OCT 80	MAR 81
APR 80	SEP 80	NOV 80	APR 81

APPENDIX H-2 (Added)

GUIDELINES FOR PREPARING
SURVEY QUESTIONNAIRE ITEM SUBMISSIONS

A. PREPARE A SURVEY PLAN

1. Objectives.

a) What information do you need from the survey?

b) How do you plan to use the data?

c) Are there any significant questions to be addressed to the incumbents?

d) Are there any particular problems confronting the Specialty/MOS that should be addressed in the survey?

e) Are any of the functions classified? If, so how will they be addressed?

2. Design.

a) Is there any significant job language?

b) What level of specificity will you use?

c) How will you organize Duty Areas and Activity/Task Statements?

3. Audit Trail.

a) Which references were used to develop the activity/task submissions?

b) Have you identified the source of each activity/task?

B. IDENTIFY THE DUTY POSITIONS, SPECIALTY SKILL IDENTIFIER (SSI), AND GRADES/SKILL LEVELS TO BE COVERED IN THE SPECIALTY/MOS BEING SURVEYED

C. GATHER INFORMATION ABOUT THE SPECIALTY/MOS TO BE SURVEYED

1. Write down personal thoughts about Specialty/MOS gained through experience.

2. Obtain information about Specialty/MOS from co-workers including instructors and task analysts.

3. Obtain information from recent duty position incumbents.

4. REVIEW REFERENCES/LITERATURE SUCH AS:

   a) AR 611-101, AR 611-112, or AR 611-201

   b) Existing questionnaires (to include AOSP, AF, Navy, Marine) and/or AODB and CODAP Reports.

   c) Soldier's Manuals and Commander's Manuals

   d) TAADS Reports

   e) TOEs/TDAs

   f) Army Training and Evaluation Programs (ARTEP)

   g) Skill Qualification Tests (SQT)

   h) Field Manuals (FM), Technical Manuals (TM), Supply Bulletins (SB), etc.

   i) US Army Formal Schools Catalog/POI/Lesson Plans/ITP/TEC/etc.

   j) Instructional Systems Development Model (ISD) - job identification, task inventories, and job task data cards.

   k) Equipment Manufacturer's publications

   l) Dictionary of Occupational Titles (DOT)

D. WRITE DUTY STATEMENTS

E. SEQUENCE DUTY STATEMENTS IN LOGICAL MANNER

F. WRITE ACTIVITY/TASK STATEMENTS INCUMBENTS WOULD PERFORM TO ACCOMPLISH EACH DUTY

G. ENSURE ACTIVITIES/TASKS ARE UNDER CORRECT DUTY

H. SEQUENCE ACTIVITY/TASK STATEMENTS IN LOGICAL MANNER

I. LIST ALL EQUIPMENT WHICH:

   1. Commissioned/Warrant Officers. Use, are accountable for, or responsible for maintenance of during performance of their duties.

   2. Enlisted. Use, maintain, or use and maintain during performance of their duties.

J. LIST AND GROUP SPECIAL SKILLS, KNOWLEDGE, AND RESPONSIBILITIES NEEDED BY INCUMBENTS.

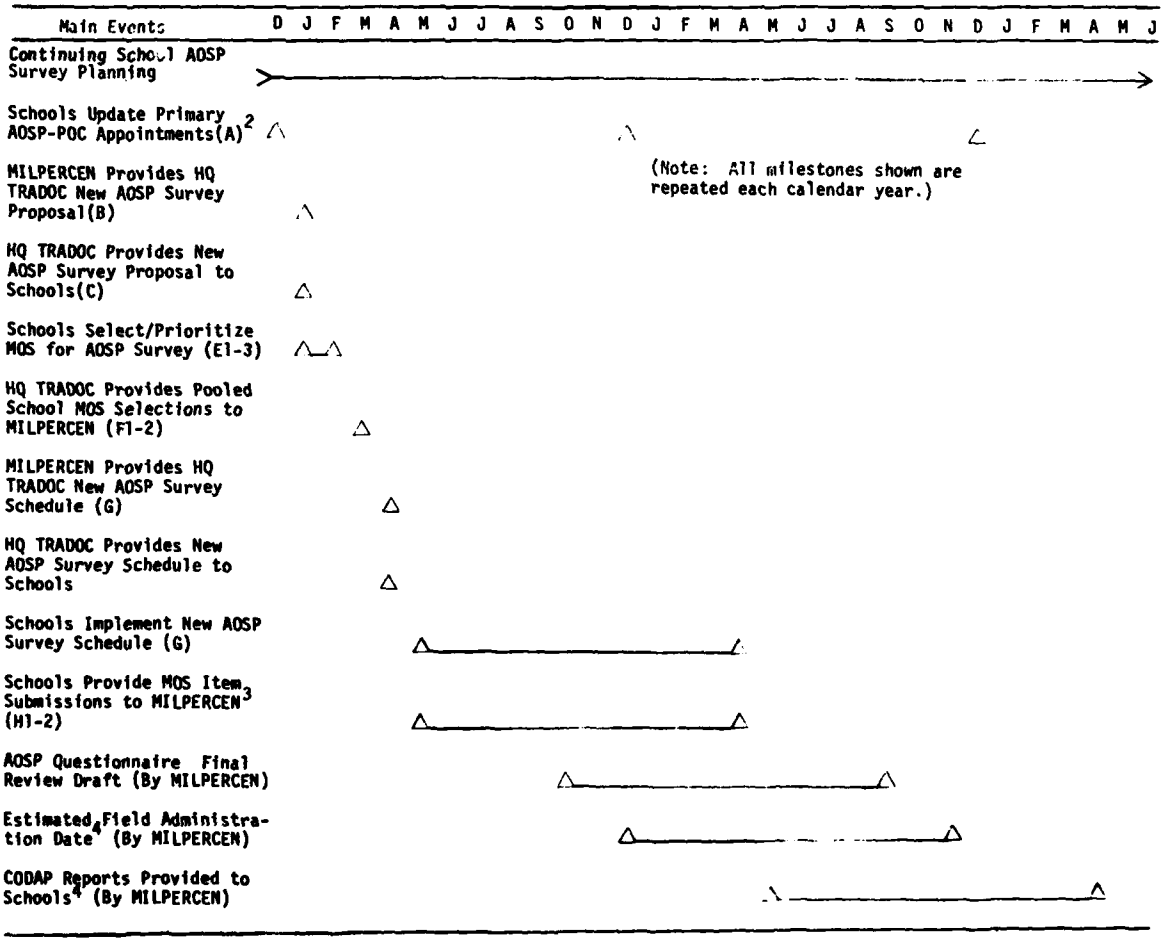
K. LIST AND GROUP SPECIAL QUESTIONS DESIGNED TO ELICIT INCUMBENTS RESPONSES TO PROBLEM AREAS IN DUTY SPECIALTY/MOS.

L. LIST AND GROUP ADDITIONAL DUTIES ASSIGNED TO COMMISSIONED/WARRANT OFFICERS SERVING IN THE SPECIALTY/MOS BEING SURVEYED

M. REVIEW INFORMATION ORIGINALLY GATHERED FOR THE QUESTIONNAIRE TO ENSURE THAT ALL DUTY POSITIONS, SSI, ASI, AND GRADES/SKILL LEVELS OF THE SPECIALTY/MOS BEING SURVEYED HAVE BEEN COVERED.

N. STAFF, COORDINATE, FINALIZE, AND SUBMIT THE QUESTIONNAIRE ITEM SUBMISSION.

APPENDIX I (Added)
AOSP ADMINISTRATIVE SUPPORT/COORDINATION PROCESS[1]
(GENERALIZED MILESTONE CHART)



[1]Includes both standard AOSP/Special Factor questionnaires.
[2]See Appendix A, (etc).
[3]Same Item submissions used for both standard AOSP/Special Factor questionnaires.
[4]See Appendix D-2 for exceptions to Special Factor survey.

The proponent of this supplement is the Office of the Deputy Chief of Staff for Training. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) through channels to Cdr, TRADOC, ATTN: ATTNG-TDI-ORA, Fort Monroe, Virginia 23651.

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